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MEMORANDUM FOR: Director of Logistics

FROM : Assistant Director for Basic Intelligence

SUBJECT : HIS Printing Requirements for Fiscal Year 1959
and Fiscal Year 1960

1. The Office of Basic Intelligence will require in Fiscal Year 1959 printing services and supplies sufficient to accomplish production of the following:

- a. 625 HIS sections, totaling approximately 30,000 folios of manuscript, graphic and map material
- b. 13 HIS Standard Base Maps
- c. 13 HIS Page-Size Base Maps
- d. 15 HIS Standard Base Map reruns
- e. 250 maps for color proofing
- f. 240 miscellaneous printing items such as positives, binders, type orders, silverprints, reprints of HIS sections, map screens, color separation of maps, enamelled proofs, HIS Quarterly Production Report, HIS Annual Report, etc.

2. The requirement listed under item a of the preceding paragraph is greater than normal because of the heavy backlog of HIS sections now in the Printing Services Division, CE. To reduce this backlog to the normal 100 section level, it will be necessary for the Printing Services Division, CE, to complete the printing of at least 625 sections during Fiscal Year 1959. This is approximately 100 sections more than the Office of Basic Intelligence plans to produce during the year.

3. It is expected that the level of HIS section production will drop back to the normal 525 during Fiscal Year 1960. With this exception the printing services and supplies for the fiscal year will be identical to that for Fiscal Year 1959.

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NOTES:

1. The above forecast terms 525 HIS sections as normal. This requirement is far above the Printing Services Division's capability as presently staffed. This is born out by the fact that during Fiscal Year 1958, 25,896 hours of overtime was required to produce 547 sections. This excessive overtime failed to reduce the backlog of HIS sections. This is the reason that OBI requires the production of 625 sections during Fiscal Year 1959.

2. The above forecast also serves to indicate that HIS requirements are firmly established far higher than the Printing Services Division's capability. It seems to be clearly indicated that these are continuing requirements and that the Printing Services Division cannot expect to meet these demands by the continued use of overtime.